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Office of the Sheriff

Jesse Jahner, Sheriff

January 23, 2023

Mr. Chad Peterson, Chair
Cass County Commission
via Email

Dear Chairman Peterson,

I am writing to request addition to the agenda for the January 30 commission meeting, to consider a contract for services for the Cass County Jail.

Under federal standards established by the Prison Rape Elimination Act (PREA), the jail is required to obtain an independent audit every three years to determine compliance with all applicable standards.

The US Department of Justice (USDOJ) certifies the qualifications of auditors for this program, but we are required to independently select and then contract for these services. The most recent PREA Audit was finalized in 2020, so we must once again contract for an audit during 2023. Since auditor qualifications are determined by the USDOJ, the only variables we need to consider are cost and timing of the audit when selecting an auditor.

In December of 2022, I submitted a request for bids thru the USDOJ. That request was distributed to all qualified auditors, and we received a total of five proposals back. Of those qualified proposals, the lowest bid received was in the amount of \$4,715, which includes all expenses, and a possible \$600 fee for completion of any corrective action assistance which may or may not be necessary.

Attached to this letter is a summary of all 5 proposals that were received. It is the recommendation of the Sheriff's Office to award the bid to AB Management & Consulting, LLC, as the lowest aggregate bidder, and we request the commission to approve finalization of this contract.

Sincerely,

Capt. Andrew Frobig
Jail Administrator

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967

Summary of Proposals

1. AB Management & Consulting
Richmond, VA

Proposed Date of Audit: 4/30/23 to 5/3/23

Proposed Costs: \$4,715, including travel, lodging, and per diem expenses.
\$ 600 for correction action assistance, if necessary.

2. Kuennen Northwest
Alexandra, VA

Proposed Date of Audit: 4/2 – 4/12, 5/1-5/5, or
7/10-7/14

Proposed Costs: \$5,900 No reimbursement for travel expenses
No additional expense for corrective action

3. KEA Correctional Consulting
Castle Rock, CO

Proposed Date of Audit: 4/25/23 – 4/27/23

Proposed Costs: \$4,000 + Travel, Hotel, Car, and Meals
\$5,817 estimated aggregate total
No corrective action expense unless a follow-up visit is required,
County must pay for travel expenses of 2nd visit.

4. DRB Consulting Group
Indianapolis, IN

Proposed Date of Audit: 8/31/23 – 9/2/23

Proposed Costs: \$5,250. No reimbursement for travel expenses.
No additional expense for corrective action.

5. Harrington & Staats, LLC
Germantown, MD

Proposed Date of Audit: No specific proposal

Proposed Costs: \$8,245 No reimbursement for travel expenses.
No additional expense for corrective action.



CONTRACT APPROVAL

REQUIRED BY DEPARTMENT:

DEPARTMENT: Sheriff's Department DATE OF REQUEST: 01-31-23

COMPANY REQUESTING CONTRACT: AB Management and Consulting

BRIEF PROJECT DESCRIPTION: PREA Audit for the Jail

NEW CONTRACT OR CONTRACT RENEWAL

REQUIRED BY STATE'S ATTORNEY OFFICE:

STATE'S ATTORNEY SIGNATURE: _____

STATE'S ATTORNEY COMMENTS:



AB MANAGEMENT AND CONSULTING LLC
SERVICE WITH INTEGRITY

AB Management and Consulting LLC
P.O. Box 73264
Richmond, Virginia 23235

p: (804) 223-0697
alton.abm@preaauditors.com
www.preaauditors.com

Proposal to Conduct a PREA Audit for:

Cass County Jail
Cass County Sheriff's Office
Fargo, North Dakota

Submitted by:
Alton Baskerville
Certified PREA Auditor
President, AB Management and Consulting LLC



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Background of AB Management And Consulting LLC

AB Management and Consulting LLC is an experienced corrections auditing firm founded in 2014 by Alton Baskerville. Mr. Baskerville is a retired Senior Warden of 32 years, having served his 40 year career in the Virginia Department of Corrections rising through the ranks from Counselor to Assistant Warden to Senior Warden. He is a past President of the Virginia Correctional Association (VCA) and a longtime member and auditor of the American Correctional Association (ACA).

AB Management and Consulting has a team of PREA auditors with over 40 years of experience managing correctional facilities, community centers, and jails. We are Department of Justice certified auditors having passed U.S. government background checks, and some of our auditors have been recertified multiple times. Our auditors have completed over seventy (70) PREA audits of prisons, jails and community centers throughout the U.S. including Delaware, Ohio, Maine, Mississippi, Florida, Texas, Virginia and Michigan.

AB Management and Consulting provides professional, quality service with integrity. Having worked in criminal justice, our auditors communicate with agency staff from a position of empathy and support. Our goal is to provide the best service to agencies that may have facility budget constraints, staffing challenges or unique operational circumstances. We are committed to working with agencies until they achieve the goal of PREA Certification.



Description of Services

The following outlines the specific tasks that will be completed by a certified PREA auditor to conduct a PREA audit to determine Cass County Jail's (hereinafter referred to as "the Facility") compliance with PREA standards.

The proposed date range to conduct the on-site PREA Audit is **April 30, 2023 to May 3, 2023** (subject to confirmation with the Facility).

Phase 1: Conduct Pre-Audit Off-Site Activities, to Include: ***Timeline: 6 to 8 weeks prior to the on-site audit***

a.	A posting of the notice at the facility being audited with the Auditor's contact information <u>six (6) weeks</u> prior to the audit for confidential communication.
b.	Ensure that the agency/facility pre-audit questionnaire is available online or mailed accessible to the PREA Coordinator and facility's Compliance Manager at least <u>eight (8) weeks</u> prior to the on-site audit date.
c.	Provide instructions for completing the online or paper questionnaire within <u>six (6) weeks</u> prior to the onsite audit.
d.	Review relevant reports, internal and external audits, accreditations, and policies and procedures for completion of the Auditor Compliance Tool.

Phase 2: Conduct On-Site Audit Activities, to Include: ***Timeline: Proposed Dates of April 30, 2023 to May 3, 2023 (subject to confirmation with the Facility)***

a.	Conduct a formal tour of the facility.
b.	Review additional documentation.
c.	Conduct interviews with the following in accordance with the PREA Audit Instrument provided by the PREA Resource Center. <ul style="list-style-type: none">● Agency Head● PREA Coordinator● PREA Compliance Manager● Facility Head● Random sample of staff● Specialized staff



	<ul style="list-style-type: none"> • Inmates
d.	Complete the on-site audit for the Facility. Audit will be conducted via the PREA Online Auditing System (OAS).

Phase 3: Conduct Post-Audit Activities, to Include:
Timeline: *Within 45 days of the on-site audit*

a.	Finalize the Auditor Summary Report. This may require follow-up communication with the staff and facility's PREA Manager.
b.	Upload additional documents gathered on site.
c.	Make a standard by standard determination of findings including the need for corrective action for each measure based on the review of <ul style="list-style-type: none"> • Policies/procedures • All documentation • Data • Interview with offenders and staff • Information from the tour of the facility
d.	Determine compliance for each standard in accordance with guidelines provided for auditors by DOJ.
e.	Provide findings that summarize whether or not the facility meets, does not meet, or exceeds standards
f.	Certify that no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review.
g.	Prepare the interim or final Audit Report within forty-five (45) days of the on-site audit. The report must be delivered in the form and specifications as required by the United States Department of Justice (DOJ).

Phase 4: 180 Day Corrective Action Period (If Applicable):
Timeline: *180 Days after receipt of interim report*

Upon receipt of the Auditor Report, if the facility has not met all of the standards, a 180-day corrective action period begins.

The additional cost of this corrective action period, if required, is \$600.00.



a.	The Auditor, Facility's Compliance Manager and Facility's PREA Coordinator shall jointly develop a plan to achieve compliance.
b.	Provide continued support and communication throughout the 180-day process.
c.	Verify that the Facility corrects the issue and complies within the 180-day period.

Auditor and Auditor Certifications

DOJ Certified Auditor, Alton Baskerville, will complete the audit.

Please see Attachments 1 (Alton Baskerville resume), 2 (references) and 3 (Alton Baskerville's DOJ certification letter) for supporting documentation.

Pricing

North Dakota - Cass County Jail Audit

Auditor Hourly Rate	Phase 1 (Pre-Audit)	Phase 2 (On-Site Audit)	Phase 3 (Post Audit)
\$75.00	4	18	24
Total Hours	46		
Total Cost	\$3,450.00		
Lodging for 3 nights	Cost/Night		Lodging Total
	\$109.00		\$327.00
Roundtrip Flight - 1 Passenger	Flight Total		
	\$638.00		
Car Rental for 4 Days**	Cost/Day		Car Total
<i>** This expense category can be eliminated if facility transports the Auditor to/from airport and to/from the facility.</i>	\$75.03		\$300.12
Grand Total without Facility Transport:			\$4,715.12
Grand Total with Facility Transport:			\$4,415.00



Attachment 1: Resume

Alton Baskerville

2310 Victoria Crossing Lane
Midlothian, VA 23113
804-223-0215
Alton.ABM@preaauditors.com

Resume Summary

President of AB Management and Consulting LLC for ten years. Retired employee of the Virginia Department of Corrections with forty years of service, thirty-two years as a warden. A longtime member of the American Correctional Association (ACA) and the Virginia Correctional Association (VCA). Previously served as VCA president, currently VCA vice-president.

Proudly, a Department of Justice Certified PREA Auditor since May, 2014. Conducting over fifty PREA audits throughout the United States. Facilities audited include prisons, jails, and community work centers.

Education includes earning a Bachelor of Science degree from Cornell University in 1971, and achieved a Master of Science degree in Administration of Justice degree from Virginia Commonwealth University in 1980.

Objective

To provide professional, management, consulting and training services to businesses, organizations and individuals

Experience

2011-Present : AB Management and Consulting, LLC Midlothian, VA
President

- Plans and directs company activities , which includes establishing professional contacts for future business, developing and maintaining professional relationships with clients and scheduling.
- Provide consulting services, management guidance and expert witness testimony for clients.
- Conducting subject matter research for consulting opportunities .
- Attend training and networking events.
- Travel to correctional facilities throughout the country to conduct audit reviews for American Correctional Association (ACA) accreditation as a member of a consulting team of auditors.

2006-2011 : Deep Meadow Correctional Center Powhatan, VA
Corrections Warden, Senior

- Managed 311 employees and over 900 offenders in secured prison environment.



- Prepared offenders for re-entry into the community upon release through programs, educational opportunities, job fairs and coordination with community stakeholders for housing and job placement.
- Oversaw the distribution of a \$25 million annual budget.
- Oversaw operations of the Medical College of Virginia (MCV) Security Medical Unit and the security of all offenders admitted to MCV.

1997-2006 : Powhatan Correctional Center Powhatan, VA
Corrections Warden, Senior

- Managed 650 employees and 1300 inmates at a complex institution which housed a major reception and classification facility for the entire state.
- Oversaw a 24-hour medical unit which provided medical, dental and psychological care to offenders from 6 facilities in the greater Richmond area.
- Oversaw industrial operations such as Department of motor Vehicles license tag production, a print shop and a warehouse which provided services to 3 other correctional facilities.
- Supervised a maximum -security building with 96 beds which housed the most difficult to manage offenders throughout the state, including some high-profile death row offenders.
- Provided and maintained a separate 28 -bed county jail for adult offenders from Powhatan County and juvenile offenders from Beaumont Juvenile Correctional Center.

1988-1997 : Deep Meadow Correctional Center Powhatan, VA
Corrections Warden, Senior

- Supervised the construction and opening of this facility as the largest reception and classification center in the state at the time.
- Managed the hiring and training of 300 employees, and supervised 900 inmates undergoing classification.
- Implemented the “Breaking Barriers” Program, the first of its kind in the state, a cognitive self-help program to teach offenders to accept responsibility for their actions and to use rational thinking to cope with daily challenges. Based on its successful implementation at Deep Meadow Correctional Center, this program was later implemented state-wide within the Department of Corrections, including probation and parole services.
- Received a 100% on the institution's first accreditation audit in 1993, which was the first audit after its opening in 1989.

1982-1988 : St. Brides Correctional Center Chesapeake, VA
Corrections Warden

- Managed a medium-sized institution with a large youthful offender population, providing academic, treatment and vocational programs. Oversaw 440 inmates and 186 employees.



- Provided inmate crews to the cities of Norfolk and Chesapeake to work in their communities, including completing major renovations to Hickory Elementary School which saved the local jurisdiction money
- Established a peer facilitator program where older inmates became role models for younger inmates.
- Successfully conducted the first complete inmate and staff evacuation of a major institution in Virginia in response to Hurricane Gloria in 1985.
- Received a 100% on the Department Board of Corrections Certification Audit.

1980-1982 James River Correctional Center Goochland, VA
Corrections Warden

- Planned, organized and directed activities of the state's largest farming institution with over 2300 acres for crops and cattle . This institution also included a meat processing plant and a dairy operation to supply food and milk to institutions throughout the state.
- Oversaw 330 inmates and 164 employees.
- Provided and maintained a separate county jail for adult offenders from Goochland County.

Education

1976-1980 Virginia Commonwealth University Richmond, VA
• M.S., Administration of Justice

1967-1971 Cornell University Ithaca, NY
• B.A., Social Science

Consulting/Training Experience

- 2011-2012- Auditor, American Correctional Association, Alexander, VA
- 2011-Consultant, Anderson Business School, Mineral, VA
- 2010-Consultant, Criminal Justice on Demand, Chesapeake, VA
- 2011-2012- Trainer- Leadership Seminars, Friendship Memorial Baptist Church, Chesterfield, VA
- 2011-2012-Training Coordinator- Virginia Correctional Association Training Institutes 2011, 2012, Richmond, VA
- 2012-Training Consultant, NAACP Powhatan County , Powhatan, VA
- 2007-Visiting Instructor-Criminal Justice Graduate Course, VCU, Dr. Nicole Parson Pollard, Richmond, VA
- 2012-Corrections Consultant- City of Richmond-Sleeper v. City of Richmond, Virginia, et al. Civil Action No. 3:12CV441

Board Experience



- 2015-2021- Vice President, Virginia Correctional Association
- 2013-2015-President, Virginia Correctional Association
- 2010-2012-President-Elect, Virginia Correctional Association
- 2006-2010-Member, Board of Directors, Virginia Correctional Association
- 1980-1982-President, Virginia Chapter, National Association of Blacks in Criminal Justice
- 1984-1988-Board Member, Tidewater Chapter, Red Cross, Norfolk, VA
- 1985-1988-Board Member, Norfolk Community Hospital, Norfolk, VA
- 2005-2012-Chairman, Deacon Ministry, Friendship Memorial Baptist Church, Chesterfield, VA
- 2012-Board Member, Community Advisory Board, Deep Meadow CC, Powhatan, VA

Associations/Affiliations

- American Correctional Association
- National Association of Blacks in Criminal Justice
- Virginia Governmental Employees Association
- Senior Golfers of Virginia



Attachment 2: References

1. Joseph Allotey, Regional PREA/ADA Analyst, Central Region
Virginia Department of Corrections
Email: joseph.allotey@vadoc.virginia.gov
Telephone: 804-625-3372

2. Kim Dingess, PREA Coordinator and Intel Coordinator
Mississippi Department of Corrections
Email: KDingess@mdoc.state.ms.us
Telephone: 601-359-5284

3. Demetria Saunders, Compliance and Accreditation
Piedmont Regional Jail
Email: dsaunders@prjva.org
Telephone: 434-392-1601 ext. 248



Attachment 3: DOJ Certification Letter

NATIONAL
PREA
RESOURCE
CENTER

June 1, 2020

Alton Baskerville
2310 Victoria Crossing Lane
Midlothian, Virginia 23113
United States

Dear Alton Baskerville,

The PREA Resource Center (PRC), together with the PREA Management Office (PMO) in the Bureau of Justice Assistance at the U.S. Department of Justice (DOJ) is pleased to inform you that you have achieved a passing score on the PREA Auditor Recertification Examination, passed the criminal background check, successfully completed all auditor continuing education requirements, and passed a preliminary review of auditor reporting form completion.

As of June 30, 2020, you will be recertified for a three-year period to audit Adult Facilities, and your auditor profile on the PRC website will be updated to reflect your recertification date.

During this time, you must comply with all requirements for maintaining your certification as established by the PMO, and the PMO will continue to monitor the quality of your reporting, compliance with the PREA audit methodology, and adherence to the PREA Standards governing auditor conduct. Please also be aware that the PMO will be conducting a more in-depth review of auditor reporting forms in the coming months. If the PMO discovers reporting deficiencies, you should expect to receive additional follow-up regarding these issues.

Congratulations on your recertification as a DOJ-certified PREA auditor. The PRC and PMO appreciate your commitment to sexual safety in confinement facilities. Should you have any questions, please do not hesitate to contact the PRC at auditorhelp@prearesourcecenter.org or the PMO at PREACompliance@usdoj.gov.

Sincerely,
National PREA Resource Center



Attachment 4: Draft Contract Agreement and PREA Auditor Engagement Form

DRAFT

Contract to Conduct a PREA Audit for

Cass County Jail
Cass County Sheriff's Office
Fargo, North Dakota

Submitted by:

Alton Baskerville

Certified PREA Auditor

President, AB Management and Consulting LLC



Statement of Services

The following outlines the various tasks that will be completed by a certified PREA auditor to determine Cass County Jail's compliance with PREA standards. This audit is scheduled to be conducted April 30 - May 3, 2023.

Phase 1— Conduct Pre-Audit off-site activities to include:

- a. A posting of the notice at the facility being audited with the Auditor's contact information 6 weeks prior to the audit for confidential communication.
- b. Ensure that the agency/ facility pre audit questionnaire is available online or mailed accessible to the PREA Coordinator and facility's Compliance Manager at least eight (8) weeks prior to the on site audit date.
- c. Provide instructions for accessing OAS for uploading documents 6 weeks prior to the onsite audit.
- d. Review relevant reports, internal and external audits, accreditations, and policies and procedures for completion of the Auditor Compliance Tool.

Phase 2 -Audit - during the audit phase the auditor shall:

- a. Conduct a formal tour of the facility.
- b. Review additional documentation.
- c. Conduct interviews with the following in accordance with the PREA Audit Instrument provided by the PREA Resource Center.
 - Sheriff
 - Major
 - Captain
 - Lieutenant
 - Sergeant
 - Corporal
 - Deputy
 - Inmates
- d. Complete the on-site audit. Audit will be conducted via the PREA Online Auditing System (OAS).

Phase 3- During the post-audit phase the auditor shall:

- a. Finalize the Auditor Summary Report. This may require follow-up communication with the staff and facility's PREA Manager.
- b. Upload additional documents gathered on site.
- c. Make a standard-by- standard determination of findings including the need for corrective action for each measure based on the review of
 - Policies/procedures
 - All documentation
 - Data
 - Interview with inmates and staff
 - Information from the tour of the facility
- d. Determine compliance for each standard in accordance with guidelines provided for auditors by DOJ.



- e. Provide findings that summarize whether or not the facility meets, does not meet, or exceeds standards
- f. Certify that no conflict of interest exists with respect to his or her ability to conduct an audit of the agency under review.
- g. Prepare the final Audit Report within 45 days of the final onsite audit. The report must be delivered in the form and specifications as required by the United States Department of Justice (DOJ).

Phase 4-180 Day Corrective Action Period (if applicable) - Upon receipt of the Auditor Report, if the facility has not met all of the standards, a 180-day corrective action period begins.

- a. The additional cost of this corrective action period, if required, is \$600.00.
- b. Auditor, facility's Compliance Manager and facility's PREA Coordinator shall jointly develop a plan to achieve compliance.
- c. Provide continued support and communication throughout the 180-day process.
- d. Verify that the facility corrects the issue and complies within the 180-day period

Auditors

DOJ Certified Auditor, Alton Baskerville, will complete the audit.

Pricing

The cost for conducting the audit for Cass County Jail totals \$4715.12 without facility transport, or \$4415.00 with facility transport. 50% of the total payment will be due 7 days prior to the on-site audit, and 50% of the total payment will be due within 30 days of the Facility's receipt of the Interim or Final PREA Report, whichever completed first. Additional costs associated with the 180 Day Corrective Action Period, if applicable and necessary for the facility to be in compliance with PREA standards, will not exceed \$600.00.

Cass County Sheriff's Office:

AB Management and Consulting LLC:

Signature: _____

Signature: _____

Title: _____

Title: President _____

Date: _____

Date: _____



DRAFT

Cass County Sheriff's Office and AB Management and Consulting LLC

PRISON RAPE ELIMINATION ACT AUDITOR ENGAGEMENT FORM

This Prison Rape Elimination Act (PREA) Auditor Engagement Addendum is made by and between AB Management and Consulting, hereinafter "ABM," the Cass County Sheriff's Office, hereinafter "CCSO," and Alton Baskerville, Department of Justice-Certified PREA Auditor, hereinafter "PREA Auditor." This Auditor Engagement Addendum is executed in accordance with the Prison Rape Elimination Act (PREA) Standards Compliance and Contract Agreement between CCSO and ABM, and the terms and conditions therein.

1. Pursuant to the terms and conditions of the referenced AGREEMENT, ABM and CCSO have scheduled the PREA Compliance Audit of **Cass County Jail on April 30- May 3, 2023** or at any adjourned date as agreed upon by the parties and the PREA Auditor ("the Facility PREA Audit").
2. ABM has assigned DOJ-Certified PREA Auditor Alton Baskerville to conduct the Facility PREA Audit. The lead auditor is an auditor in good standing and is free from any conflict of interest as defined by the PREA Standards and the PREA Auditor Handbook. The lead auditor is ultimately responsible for the conduct of the Facility PREA Audit and all work products.
3. The fee for Audit Completion is spelled out in the Contract agreement which is attached to this memo.
4. **Audit Methodology.** Notwithstanding any term of Contract agreement with CCSO and this PREA Auditor Engagement Addendum, the Facility PREA Audit shall be conducted in accordance with the PREA Auditors' obligations under the PREA Standards and the required audit methodology, as outlined in the current version of the PREA Auditor Handbook, in FAQs issued by the DOJ PREA Working Group, and in ongoing, mandatory continuing education requirements for auditors (e.g., unfettered facility access, the requirement to obtain and preserve documentation and information relied upon in making audit determinations.)
5. **Ensuring Sufficient Time to Conduct a Thorough PREA Audit.** CCSO and ABM have allotted sufficient time to conduct a thorough PREA Audit in light of the experience of the Agency with the PREA Audit Process.
 - a. Auditors must consider the size and characteristics of the facility, whether



secondary auditors and support staff will be involved, and their level of experience. The time allotted under the audit contract is intended to accommodate the methodological requirements outlined in the PREA Auditor Handbook (e.g., interviews with staff and incarcerated individuals, site review and documentation collection and review).

- b. The PREA Auditor shall provide the facility with a tentative schedule of activities during the on-site visit at least five days prior to arrival at the facility.
- c. CCSO shall not impose any limitation on the number of hours or time of day that the PREA Auditor spends at the facility conducting audit activities during the on-site portion of the PREA Audit.

6. Confidentiality.

- a. During the course of this PREA Audit, the PREA Auditor may be provided with or observe confidential information including, but not limited to; department policies and procedures, including Directives, Facility Operations Manuals, and Policy Memoranda, investigative files pertaining to reports of sexual abuse and sexual harassment; names/identification numbers; any information or documentation pertaining to reported incidents or programs; and records pertaining to individuals' criminal histories, incarceration histories, medical and mental health records, and program and treatment histories.
- b. The PREA Auditor shall keep the information confidential and shall use the Confidential information only for the individual Facility PREA Audit.
 - i. The PREA Auditor shall be solely responsible for the retention, and preservation of all documentation relied upon in making audit determinations. Any support auditor shall provide all documentation to the lead auditor and is prohibited from retaining copies unless expressly authorized by the Agency PREA Coordinator.
 - ii. The PREA Auditor shall not make any copies of the confidential information except as required by the Department of Justice, PREA Management Office under the PREA Audit Handbook.

7. **Conflicting provisions.** Contract Agreement with CCSO shall control if there is any conflict between the referenced contract and the terms set forth in this PREA Auditor Engagement Addendum.

IN WITNESS WHEREOF, the duly authorized representatives of the parties and the assigned PREA Auditor have affixed their signatures.

Cass County Sheriff's Office:

AB Management and Consulting LLC:



Signature: _____

Signature: _____

Title: _____

Title: _____ President _____

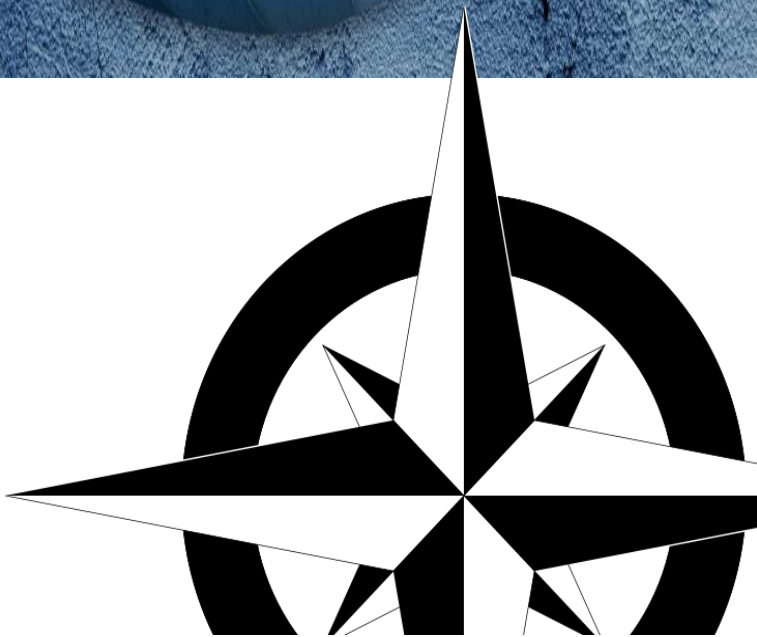
Date: _____

Date: _____

DOJ-Certified PREA Auditor:

Lead Auditor Signature

Date: _____



Bruce Kuennen

**Kuennen
Northwest**

**Proposal for Cass
County Jail**

Certified PREA Auditor

**Modified
January 6, 2023**



January 6, 2023

Captain Andrew Frobig
450 34th St S.
Fargo, ND 58103

RE: PREA Audit Proposal
Sent via email attachment to frobiga@casscountynd.gov

Captain Frobig:

I am pleased to provide this **revised** proposal to complete the audit of the Cass County Jail. You can verify that I am a DOJ-certified PREA auditor for adult correctional facilities at <https://www.prearesourcecenter.org/audit/auditor-search>. My three-year recertification became effective last week, on December 31, 2022.

I have operated Kuennen Northwest as a sole proprietorship since 1985. (It was previously known as Kuennen Associates.) My primary business in the early years was consultation with county jails through the National Institute of Corrections Jail Center, conducting audits for the American Correctional Association (ACA), and providing other management consulting services.

PREA Auditing Experience: I have completed a total of twenty-one PREA audits as lead auditor, and I have two in corrective action status.

I have 35 years of professional corrections experience and extensive recent experience in the conduct and report writing of PREA Audits. If chosen, I will complete the PREA audits of your facility in strict compliance with PREA standards for adult jails and the most recent version of the DOJ PREA Auditor Handbook.

After a thorough review of pre-audit materials that you will upload into the PREA On-line Audit System (OAS), I will conduct an on-site visit at the facility. I will spend sufficient time at the

facility to assess compliance with each of the PREA standards. I estimate this work will take up to three 8-hour days at the jail.

If an initial (interim) audit report indicates that corrective action is required, I will work with you while still on-site to jointly develop a corrective action plan for the facilities to become compliant with the specific standards found to not be in compliance.

The corrective action plan (if required) will include a timeline for specific remedial measures to be taken by the facility to achieve compliance, target dates, and the means by which they may demonstrate compliance, within a corrective action period not to exceed 180 days.

Price Proposal: I will perform the above-detailed activities and requirements for a single fixed price of \$5,900. No travel expenses will be billed to the County. They are included in the total price. Likewise, there will be no additional charge if a corrective action plan and necessary follow-up verification are required.

I arrived at this fixed price by adding the estimated travel costs I would incur to a fixed rate at which I have been successful in past bids. I did not collude with any other auditor or auditing agency to arrive at this price.

Alternative Price Proposal:

I will be willing to negotiate a lower fixed price if **both** of following contingencies are met:

- I successfully obtain a contract with the Cherokee County (Kansas), or other Midwest correctional facility
- Both contracted facilities agree to an onsite audit schedule that allows me to reduce my travel expenses

If I can answer any questions or provide any other information relative to this response, please contact me at kuennennw@gmail.com, 360.515.1134, or 610 Madison St., Suite 101, #123, Alexandria, VA 22314.

Thank you for your consideration.

Sincerely,



Bruce Kuennen, Principal Consultant
Kuennen Northwest



Kuennen Northwest

Statement of Objectives, Goals, and Tasks

Objectives:

- Conduct full PREA Audit of the Cass County Jail

Goals:

- Complete the audit in full compliance with the PREA Auditor Handbook
- Review materials provided by the facility in the two weeks prior to the on-site audits
- Conduct on-site audit
- Develop Corrective Action Plan with facility administrators for all standards found non-compliant, if any, while still on-site
- Write Interim Report, if necessary
- Monitor corrective actions, if any are required, and confirm compliance
- Write Final Report

Tasks:

- Conduct telephone briefing and logistics discussion with facility administrators and PREA Coordinator
- Initiate audit in the PREA On-line audit system
- Confirm on-site audit dates

- Require facility to upload all relevant data to OAS by no later than two weeks prior to on-site audit
- Review all uploaded materials prior to on-site audit
- Request clarification and additional materials, if needed
- Conduct on-site audit
- Develop corrective action plans, if necessary
- Write Interim Report, if necessary
- Monitor corrective action, if any, and confirm compliance
- Write Final Report

Detailed Work Plan

Deliverable	Work Involved	Timeline	Confirmation
Telephone Logistics Discussion	Identify primary points of contact and others involved in the audit, arrange for telephone contact, set audit dates, posting of notice, use of the OAS, other logistics	Approximately eight weeks prior to on-site audit dates	Completion of call
Audit initiation	Auditor and facility need to provide information to the PREA On-line Audit System	Six to eight weeks prior to on-site audit	OAS generates email to auditor and facility administrators that audit is initiated.
Review materials uploaded by facilities into the OAS	Auditor reviews materials submitted by facilities, requests and receives clarification and additional materials as needed	Two weeks prior to on-site audit	Auditor advises facility that no further information is necessary prior to on-site audit
Conduct on-site audit	In-briefing, thorough site review (tour), identification of randomization methods for interviews and document requests	At least one day of the on-site audit will include either an early start time or a late ending time, to allow at least two interviews of correctional staff from each shift.	Facility provides inmate and staff rosters requested; auditor chooses inmates and staff to be interviewed and documents to be reviewed
	Conduct random and targeted inmate		Auditor verbal confirmation that

	interviews, in numbers and categories identified in Auditor Handbook		all interviews have been conducted
	Conduct interviews with randomly chosen correctional officer staff and identified specialized staff as identified in Auditor Handbook		Auditor verbal confirmation that all interviews have been conducted
	Develop Corrective Action Plans, if necessary	While still on-site	Draft plan with timelines provided to facility
	Collect paper or electronic copies of all materials used to arrive at compliance decisions	While still on-site	Observation
	Out-briefing	Auditor will keep facility administration and PREA Coordinator up to date on potential and actual findings of non-compliance throughout the audit; this will include daily briefings (at a minimum) and a final out-briefing on the last day of the on-site audit.	Observation
Interim Report (if necessary)	Write Interim Report, if necessary, including Corrective Action Plan	Interim Report provided to facilities no later than 45 days following the on-site audit.	Report
Monitor Corrective Actions	Auditor receives evidence that corrective action has been taken and makes judgments of whether standards are now in compliance	At pre-determined target dates, with corrective action plan not to exceed 180 days	Email Correspondence and OAS entries
Final Report	Write Final Report	If all standards are found in compliance on the initial on-site visit, no later than 45 days after	Report

		the final day of the on-site visit.	
Final Report following Corrective Action Plan	Write Final Report	If one or more standards are found out of compliance on the initial on-site visit, no later than 30 days after the final day of the corrective action plan.	Report

Outline of my background and experience

I have 35 years of professional corrections experience. I have conducted the following audits of adult prisons, jails, and lockups:

- **State Jail Inspections:** approximately 240 inspections of city and county jails according to mandatory minimum constitutional standards adopted by the Washington State Jail Commission.
- **State Prison Inspections:** approximately 40 inspections of state prisons according to best practice standards similar to those of the American Correctional Association (ACA), as adopted by the Washington State Corrections Standards Board.
- **ACA Audits:** approximately 30 audits of state prisons, county jails, and work release facilities in 12 states.
- **On-site surveys of operations:** visited every jail in the state of Washington to obtain information relevant to a regional study and report to the Governor and the Washington State Legislature.
- **Juveniles in adult facilities:** conducted approximately 160 onsite audits of local jails and police station lockups regarding compliance with federal law and standards.
- **PREA:** Nineteen audits completed: including federal prisons, state prisons, a county jail, community corrections facilities, and one lockup.

I have also been responsible for the operation and accreditation of adult correctional and community confinement facilities audited and accredited by the American Medical Association (prior to the creation of the National Commission on Correctional Health Care) and the ACA.

Dates of Availability

I am available to conduct this audit during the current audit cycle, which ends August 19, 2023, except for prior commitments on these dates:

- February 20-24
- March 5-11
- April 2-12

- May 1-5
- July 10-14

References and Proof of Insurance will be provided upon request

Captain Frobig,

This is in follow-up to a solicitation for a price quotation relative to the conduct of a PREA audit at the Cass County Jail (CCJ) in Fargo, North Dakota during 2023. Specifically, in follow-up to our telephonic conversation, the on-site audit would be facilitated during April, 2023.

The submitting auditor, Kenneth E. Arnold, is the sole member and owner of KEA Correctional Consulting LLC, P.O. Box 1872, Castle Rock, CO 80104. KEA Correctional Consulting LLC is an accredited business entity within the state of CO as a member in good standing. If selected to facilitate this audit, the auditor will conduct the same in the absence of any additional auditors or assistants. He will be the responsible auditor for purposes of this solicitation, ensuring compliance with the PREA auditing standards, and agrees to full compliance with state and federal contracting regulations.

The submitting auditor is a Department of Justice (DOJ) PREA dually certified auditor (adult and juvenile), attaining his second recertification on June 10, 2021. The auditor's auditing history, as noted below, encompasses both PREA initial and re-certifications.

Pursuant to personal services contracts and a separate contract with a third-party provider, audit services have been provided to three large Federal Bureau of Prisons (FBOP) facilities (inclusive of a prison complex); one county agency in Colorado (large re-entry facility); two county agencies in the State of Washington (2 jails); one MT non-profit company with re-entry facilities located in North Dakota, Montana (one jail type facility included), and a secure juvenile facility; and three additional MT non-profit companies with community confinement and treatment facilities. Additionally, the auditor has actively audited prisons, jails, and reentry facilities for one of the two major "for profit" companies, as well as, three reentry facilities for a State of Washington "for profit" company. During the last 12 months, the auditor has facilitated PREA audits in five reentry facilities wherein FBOP residents are housed.

Audits have been conducted using the Prisons and Jails, Community Confinement Facilities, and Juvenile PREA standards sets. Minimally, two juvenile (males and females), two jails (males and females), six treatment facilities (males and females), and 16 pre-release (reentry) center audits have been conducted. In addition to the aforementioned three FBOP prisons, eight private prisons, one large privatized jail, and eight private/for profit re-entry facility audits have been conducted.

The audit protocol entails the following:

Pre-review of a questionnaire/policy/supporting documentation in the PREA Resource Center Online Audit System (OAS)- to be conducted between March 20, 2023 and April 21, 2023;

CCJ PREA Audit Proposal

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Development of an Issues Log and telephonic contact with the facility PREA Coordinator (PC) in response to the above pre-review of documentation;

Conduct of an on-site audit inclusive of numerous staff and resident/client/offender interviews- to be conducted on April 25-27, 2023; and

Preparation of a detailed report regarding findings, both compliance and non-compliance; and provision of guidance in terms of corrective action(s), if applicable.

The auditor will provide the Audit Notices to the PC approximately seven weeks prior to the conduct of the on-site audit and the PC will post the same throughout the facility.

The auditor has nearly 35 years of experience in corrections, inclusive of 25 years of executive correctional management experience. Additionally, he is a certified American Correctional Association (ACA) auditor with ten years of audit experience, three years experience as Team Chairperson. ACA audit experience includes the following standards sets: Adult Correctional Institutions (ACI); Adult Local Detention Facilities (ALDF); Adult Community Residential Services (ACRS); Correctional Training Academies (CTA); Juvenile Day Treatment Programs (JDTP); Juvenile Detention Facilities (JDF); and Juvenile Correctional Facilities (JCF). ACA audits, which encompass at least eight of the articulated PREA standards, have been conducted in facilities across the United States encompassing state-run, private, not-for-profit, and county programs.

In addition to the above, the auditor did serve as an experienced Team Leader with Global Corrections Group (GCG), a private firm engaged in contractual Quality Assurance Reviews (QARs) for the U.S. Marshal Service. As a Team Leader, responsibilities included serving as the lead reviewer, management of a team of six additional Subject Matter Experts (SMEs), and report writing responsibilities. The QAR is facilitated pursuant to on-site assessment of facility operations as compared against the Federal Performance Based Detention Standards (FPBDS). This performance based audit provides a “snapshot in time” of facility operations with analysis of compliance with FPBDS standards.

In regard to fees for the conduct of this audit, the sum certain flat fee of \$4000.00, plus expenses, will be assessed by the auditor for this audit. A fee of \$1500.00 shall be paid to Kenneth E. Arnold within thirty (30) days prior to the start of the on-site visit (an invoice will be submitted at that time). This will compensate the auditor for preparation time prior to the audit including, but not limited to, review of all pertinent information to include policies, procedures, and protocols, in addition to any other supporting documentation included in the On-Line Audit System (OAS) Pre-Audit Questionnaire (PAQ). Additionally, follow-up conference calls and further review of submitted documentation (evidence) is included in this remittance.

CCJ PREA Audit Proposal

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The auditor will be compensated for the remainder of the audit fees and expenses as follows:

At the conclusion of the on-site work and delivery of the interim (corrective action identified) or final (no findings identified/no corrective action necessary) audit report, the auditor shall be compensated the sum of \$2500.00. If any additional corrective action is required for the facility to become compliant, the auditor will **not charge** for such time and effort and will provide all technical assistance necessary to bring the agency into compliance within a 180-day period after completion of the interim audit report.

If a facility re-visit is necessary, CCJ will only compensate the auditor for invoiced expenses (flight reservation, parking fees (if applicable), hotel, rental vehicle, fuel, and food).

The auditor shall not accept any compensation for the conduct of the audit, not set forth in a contract.

In addition to the auditor's fees as set forth above, the agency shall bear all reasonable fees and expenses the auditor incurs in the conduct of the on-site audits. Anticipated expenses for the conduct of this audits are as follows:

Flight-	\$ 468.00	United Airlines
Hotel-	\$ 480.00	\$120.00 @ 4 nights of lodging.
Meals-	\$ 255.00	\$51.00/day for five days (invoiced at actual expenditures)
Rental vehicle-	\$ 420.00	
Fuel-	\$ 30.00	
Baggage-	\$ 70.00	
Mileage to DIA	\$ 54.56	
Parking-	\$ 40.00	

Expenses Total- \$1817.56

Total audit costs and expenses for this CCJ PREA audit are \$5817.56.

Expenses will be invoiced at the conclusion of the on-site visit.

NOTE: The above expenses estimate was gleaned from the Internet on December 15, 2022 and accordingly, prices may increase or decrease dependent upon dates of travel and purchase date.

CCJ PREA Audit Proposal

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If any questions arise regarding the above, please do not hesitate to contact me at 484-999-4167.

Sincerely,

Ken Arnold
KEA Correctional Consulting LLC
P.O.Box 1872
Castle Rock, CO 80104

Cell: (484)999-4176

Attachments:

**Sample contract;
Auditor PREA Certification**



2760 Fortune Circle E., Ste. #421424
Indianapolis, Indiana 46241-9998
www.DRBconsultinggroup.com

Proposal #4

January 10, 2023

PREA AUDIT PROPOSAL/CONTRACT AGREEMENT

DRB Consulting, LLC is proposing to conduct a comprehensive Prison Rape Elimination Act (PREA) facility audit at **Cass County, ND Sheriff's Office Jail (CCSOJ)**. The proposed PREA On-Site Audit dates for **CCSOJ** are as follows:

<u>FACILITY'S NAME</u>	<u>FACILITY ADDRESS</u>	<u>PROPOSED PREA ON-SITE AUDIT DATES</u>
Cass County, ND Sheriff's Office Jail	450 34 th Street S. Fargo, North Dakota 58103	August 31, September 1 & 2, 2023

Any adjustments to the above PREA On-Site Audit dates will be agreed upon by **DRB Consulting & Cass County, Sheriff's Office Jail's** PREA Coordinator.

The course of action taken by DRB Consulting's USDOJ Certified PREA Auditor is to:

- I. PREPARE** for *Cass County, Sheriff's Office Jail's (CCJOS)* PREA Audit in collaboration with *CCJOS's* PREA Coordinator and the identified *CCJOS's* facility PREA Coordinator/PREA Compliance Manager, through providing pre-audit technical assistance (i.e. telephonic & ZOOM discussions, email correspondence, & other audit preparation guidance) to prepare the *CCJOS* facility for their PREA On-Site audit.
- II. PREVIEW** *CCJOS's* facility PREA pre-audit questionnaire and corresponding documentation in the PREA Online Auditing System (OAS) prior to conducting the PREA On-Site Audit visit/tour.
- III. PERFORM** *CCJOS's* PREA Facility On-Site Audit of identified *CCJOS's* facility which includes an exhaustive facility tour, a random selection of inmate, staff, volunteer, and contractor interviews, as well as observations of employee/institutional practice and on-site policy and other documents review.

After concluding the final day of PREA On-Site Audit, **DRB Consulting's** USDOJ Certified PREA Auditor will take 45-days to review all evidence, documentation, notes, and OAS uploads submitted by *Cass County Sheriff's Office Jail*, as well as notes from on-site audit, inmate/staff interview responses, as well as review any additional PREA-related policies. After the 45-day review period, **DRB Consulting's** USDOJ Certified PREA Auditor will submit either:

- IV. PRODUCE** an "**Audit Interim Report**" of *CCJOS's* facility, identifying deficiencies, recommendations, and the need for a Corrective Action. The auditor will then establish a Corrective Action timeline (up to a 180-day timeline) for the facility to remedy any deficiencies and to demonstrate consistent practice within the identified standard(s).

—OR—

PRODUCE an "**Audit Final Report**" of *CCJOS's* facility, then submit report to *Cass County Sheriff's Office Jail's* PREA Coordinator/PREA Compliance Manager, as well as *CCJOS's* Jail Administrator. The final report will be uploaded to the PREA Resource Center website 7 days after *Final Audit Report* submittal.

NOTE: (If an "Interim Report" and Correction Action(s) is identified, DRB Consulting's PREA Auditor will provide technical assistance to *CCJOS's* facility, to assist in addressing and correcting deficiencies).

ABOUT DRB CONSULTING, LLC

DRB Consulting, LLC is a full-service professional agency with 10 years of a stellar reputation for enhancing, repairing, and revitalizing community-based and secured facilities, through developing staff competencies, building population-specific behavior-modification programs, and strengthening customer relations. **DRB Consulting** also specializes in conducting jails, prisons and juvenile custody facility audits and assessments, followed by developing holistic internal systems and balanced behavior motivating structures which meets/exceeds jurisdictional/national standards.

DRB's Dual-Certified United States Department of Justice Certified Prison Rape Elimination Act (PREA) Auditor, has extensive experience in successfully conducting audits in adult jails, prisons, and juvenile facilities. Finally, DRB's Certified PREA Auditor has conducted more than 35 PREA Audits throughout the United States and Puerto Rico.

CONFIDENTIALITY

All components of this quote are subject to the confidentiality in this contractual agreement established between *DRB Consulting, LLC* and the *Cass County Sheriff's Office Jail*. All discussions, meetings, documents, records created, maintained, or delivered pursuant to this proposal are deemed and considered confidential and shall not be disclosed by any party hereto to any third party for any reason, absent court order. Specifically, any information, records, or documents created in the performance of the services shall be deemed and considered to be the property of *Cass County Sheriff's Office Jail* and to be confidential pursuant to the agreement.

COMPENSATION

- I. *Cass County Sheriff's Office Jail* will reimburse DeShane Reed (*DRB Consulting, LLC*) at a flat rate of **\$5,250** for PREA Auditing Services (Pre On-Site Audit Technical Assistance, Pre On-Site Audit Documentation Review through OAS, 3-Day PREA On-Site Audit, Comprehensive Post-Audit Report(s), PREA Auditor Technical Assistance during Corrective Action period, if required).
- II. *DRB Consulting, LLC* will also be responsible for its PREA Auditor's travel, car rental, lodging and daily meal per diem during the initial on-site audits. Any additional follow-up on-site visits outside of the above-mentioned initial on-site audits will be agreed upon by *DRB Consulting* and *Cass County Sheriff's Office Jail's* PREA Coordinator (if applicable).
- III. In consideration for *DRB Consulting, LLC* providing complete PREA Audit services to *Cass County Sheriff's Office Jail* will submit a payment of **\$5,250** to *DRB Consulting, LLC* within 10-weeks prior to the agreed upon on-site facility audit dates.
- IV. Compensation to *DRB Consulting, LLC* by *Cass County Sheriff's Office Jail* will be set up by way of electronic direct deposit or check made payable to: DeShane Reed (dba: ***DRB Consulting, LLC***).

SERVICES COMMENCEMENT

DRB Consulting, LLC will commence with providing PREA Auditing services to the *Cass County Sheriff's Office Jail's* facilities upon the execution of this service contract between both entities.

TERMINATION

Payment submittal binds *DRB Consulting, LLC*, and *Cass County Sheriff's Office Jail* to responsibility for fully completing all aspects of the PREA Auditing processes required by a USDOJ Certified PREA Auditing governing body. Payments are not refundable, unless in a case where both *DRB Consulting* and *CCSOJ* together agree that the PREA Audit services were not provided. Such determination shall include a written description of the facts underlying the claim that the other party is in breach of this Agreement (description not exceeding 30 days from the conclusion of on-site audit). Remedy of such breach in a manner reasonably satisfactory to both parties, shall act to rescind a termination notice.

ACCEPTANCE

The signatures below indicate that this proposal has been agreed upon between *DRB Consulting, LLC* and *Cass County Sheriff's Office Jail* for the above outlined services to be rendered.

DeShane L Reed
DRB CONSULTING, LLC
USDOJ Certified PREA Auditor

_____/_____
CASS COUNTY, ND SHERIFF'S OFFICE JAIL
Cass County Sheriff's Office Jail Administrator

January 10, 2023
DATE

_____-_____-_____
DATE



**Proposal for: Cass County Sheriff's Office
PREA Audit**

Cicily Harrington
Certified DOJ Auditor

January 6, 2023



January 6, 2023

Cass County Sheriff's Office
450 34th St. S
Fargo, North Dakota 58103

Dear Captain Frobig:

I am pleased to provide this proposal to complete the PREA audit of the Cass County Jail which consists of eight housing units. I am a DOJ certified PREA auditor for adult correctional facilities.

Harrington & Staats is a limited liability company established in 2018 by Cicily Harrington and Daryl Staats. Both owners have a professional background in adult corrections providing supervision, monitoring, and programmatic services to male and female underserved populations.

PREA Auditing Experience: I have completed a total of five PREA audits as lead auditor, and I have administered nine agency audits. I have provided PREA implementation consultation to seven government correctional agencies.

I have over 14 years of professional corrections experience and extensive experience in the conduct and report writing of PREA audits. If chosen, I will complete the PREA audits of the facility in strict compliance with PREA standards for jail facilities and the most recent version of the DOJ PREA Auditor Handbook.

I will conduct a pre-onsite audit documentation review, an on-site audit at the facility, and a post-audit documentation review. I will spend sufficient time at the facility to assess

compliance with each of the PREA standards. I estimate this work will take (3) 8-10 hour days at the Cass County Jail.

If an initial (interim) audit report indicates that corrective action is required, I will work with you while still on-site to collaboratively develop a Corrective Action Plan (CAP) for the facilities to become compliant with the specific standards found to be non-compliant.

The CAP, if required, will contain a timeline for specific remedial measures to be taken by the facility to achieve compliance, target dates, and the means by which the facility may demonstrate compliance, within a corrective action period not to exceed 180 days.

Price Proposal: I will perform the above detailed activities and requirements for a single fixed price per facility as follows:

Cost Item	Detail	Amount
Cass County Jail	Flat Fee	\$8,245

There will be no travel expenses billed to the Cass County Sheriff's Office as they are included in the total price. Likewise, there is no additional charge if a CAP and necessary follow-up verification are required.

If I can answer any questions or provide any other information relative to this response, please contact me at hcicity29@gmail.com or 410-868-6734.

Thank you for your consideration.

Sincerely,



Cicily Harrington, Principal Consultant
Harrington &Staats, LLC





Statement of Objectives, Goals, and Tasks

Objectives:

- Conduct full PREA Audit of the Cass County Jail

Goals:

- Complete the audit in full compliance with the most recent version of the PREA Auditor Handbook
- Review documentation provided by the facility in the six weeks prior to the on-site audit
- Conduct on-site audit
- Develop Corrective Action Plan with facility administrators for all standards found non-compliant, if any, while still on-site
- Write Interim Report, if necessary
- Monitor corrective action and confirm compliance
- Develop Final Audit Report

Tasks:

- Conduct telephone briefing and logistics discussion with facility administrators and PREA Coordinator
- Initiate audit in the PREA On-line audit system (OAS)
- Confirm on-site audit dates
- Require facility to upload all relevant data into OAS by no later than two weeks prior to on-site audit
- Review all uploaded materials prior to on-site audit
- Request clarification and additional materials, if needed
- Conduct on-site audits
- Develop corrective action plans, if necessary
- Write Interim Report, if necessary
- Monitor corrective action, if any, and confirm compliance
- Develop Final Audit Report

Detailed Work Plan

Deliverable	Work Involved	Timeline	Confirmation
Telephone Logistics Discussion	Identify primary points of contact and others involved in the audit, arrange for telephone contact, set audit dates, posting of notice, use of the OAS, other logistics	Approximately eight weeks prior to on-site audit dates	Completion of call
Audit initiation	Auditor and facility need to provide information to the OAS	Six to eight weeks prior to on-site audit	OAS generates email to auditor and facility administrators that audit is initiated.
Review materials uploaded by facilities into the OAS	Auditor reviews materials submitted by facility, requests and receives clarification and additional materials as needed	Two weeks prior to on-site audit	Auditor advises facility that no further information is necessary prior to on-site audit
Conduct on-site audit	In-briefing, thorough site review (tour), identification of randomization methods for interviews and document requests	At least one day of the facility audit will include either an early start time or a late ending time, to allow at least two interviews of correctional staff from each shift.	Facility provides inmate and staff rosters requested; auditor chooses inmates and staff to be interviewed and documents to be reviewed
	Conduct random and targeted inmate interviews, in numbers and categories identified in Auditor Handbook		Auditor verbal confirmation that all interviews have been conducted
	Conduct interviews with randomly chosen correctional officer staff and identified specialized staff as		Auditor verbal confirmation that all interviews have been conducted

	identified in Auditor Handbook		
	Develop CAP, if necessary	While still on-site	Draft plan with timelines provided to facility
	Collect paper or electronic copies of all materials used to arrive at compliance decisions	While still on-site	Observation
	Out-briefing	Auditor will keep facility administration and PREA Coordinators up to date on potential and actual findings of non-compliance throughout the audit; this will include daily briefings (at a minimum) and a final out-briefing on the last day of the on-site audits.	Observation
Interim Report (if necessary)	Write Interim Report, if necessary, including CAP	Interim Report provided to facilities no later than 45 days following the on-site audit.	Report
Monitor Corrective Action	Auditor receives evidence that corrective action has been taken and makes judgments of whether standards are now in compliance	At pre-determined target dates, with corrective action plan not to exceed 180 days	Correspondence and OAS entries
Final Report	Write Final Report	If all standards are found in compliance on the initial on-site visit, no later than 45 days after the final day of the on-site visit.	Report
Final Report following Corrective Action Plan	Write Final Report	If one or more standards are found out of compliance on the initial on-site visit, no later than 30 days after the final day of the corrective action plan.	Report

Outline of my background and experience

I have enclosed a copy of my resume.

Dates of Availability

- At the time of this proposal, I am available except for the full week of January 30, 2023.

References and Proof of Insurance will be provided upon request